Verifying U.S. Citizenship

PS-IP-5

TRICARE

Mailing Address

Privacy Office TMA

5111 Leesburg Pike Suite 810 Falls Church, VA 22041

TMA is committed to the protection of patient and sensitive data it is entrusted with, while at the same time striving to make appropriate and lawful access to that information possible in order to fulfill the DoD MHS mission. One measure to protect the use and disclosure of this information is the requirement of background investigations on all personnel with access to sensitive but unclassified information and related information systems. This paper specifically discusses the issue of verifying US citizenship in relation to levels of trust.

Why must contractors apply for ADP levels of trust?

The Privacy Act of 1974, the Health Insurance Portability and Accountability Act (HIPAA), and the *DoD Health Information Privacy Regulation* (DoD 6025.18-R) along with the DoD 5200.2R *Personnel Security Program* (January 1987), the DoD 5200.2R *Personnel Security Program* (draft June 2002), and the DoD Information Technology Security Certification and Accreditation Process (DITSCAP) require that the DoD put in place appropriate safeguards to protect sensitive data. These safeguards against inappropriate use and disclosure must be upheld by contractors and others who have access to information systems containing protected health information. Background checks for all personnel who will obtain access to systems holding sensitive but unclassified (SBU) data are one method of protection employed by DoD. SBU data is an informal designation for all information that, by law or regulation, requires some form of protection but is outside of a formal system for classifying national security information.

How can US citizenship be verified?

According to DoD 5200.2-R, June 2002 (draft), acceptable proofs of citizenship for individuals born in the US are as follows:

· US passport
· Birth certificate (preferred) – must include given name and surname, date and place of birth, date the birth record was filed, show that birth record was filed shortly after birth and must be certified with registrar's signature and bear the seal of the registrar's office (exception if a state does not issue such seals as a matter of policy); uncertified copies are not acceptable
· Delayed birth certificate – created when a record was filed more than one year after the date of birth; acceptable if it shows that the report of birth was supported by acceptable secondary evidence of birth (such as baptismal or circumcision certificates, hospital birth records, affidavits of persons having personal knowledge about the

TRICARE

Mailing Address

**Privacy Office
TMA**

**5111
Leesburg Pike
Suite 810
Falls Church,
VA 22041**

facts of birth, early census/school/family Bible records, newspaper files, or insurance papers)

Acceptable proof of citizenship for naturalized citizens is a certificate of naturalization.

Acceptable proofs of citizenship for individuals born abroad to a US citizen parent or parents:
· Certificate of Citizenship issued by the Bureau of Citizenship and Immigration Services (formerly the Immigration and Naturalization Service) *or*
· Report of Birth Abroad of a Citizen of the United States of America (Form FS-240) *or*
· Certificate of Birth (Form FS-545 or DS-1350)
· US passport

What is not acceptable proof of citizenship?
Examples of non-acceptable proofs of citizenship include:
· Voter registration cards
· Military discharge papers
· Driver's license
· Record Retention-Copies of all documents used in the verification of citizenship are to be maintained in the individual personnel files of the company.

When in the IT (ADP) application process is verification required?
Verification of citizenship is required before the investigation is submitted to OPM. If documentation of citizenship is not readily available, the investigation can not be completed. Contractors are responsible to ensure the SF85P is correctly annotated to document the verification of citizenship.

- a d p . m a i l @ t m a . o s d . m i l -